INSTRUCTIONS FOR ACCESSING USAP

Accessing the system with your temporary password:
- To access USAP navigate to the USA Performance site
- Type in your work email address
- Enter the temporary password provided to you in the automated email
- The system will prompt you to create a unique password
- Once you initially log into USA Performance with the temporary password, you may try registering and logging in with your PIV card

Registering your PIV Card for the first time:
- Navigate to USA Performance
- Click the “Log in with your Smart Card (Insert Card First)” icon
- Certificates will become available to select
- Select the authentication certificate. Only certificates ending in .8, .12 or .14 will be accepted. Do not select the “signature” certificate (ending in .7). To detect which certificate is correct, perform the following:
  - Click on one of the certificates and then click “Click here to view certificate properties.” Scroll down on the “General” tab and you’ll see a string of numbers. Use this to determine if you have the right certificate.
- Enter your PIN
- After your PIN has been accepted, you’ll be able to access USA Performance with your PIV for future logins
Smart Card Login:
- To access USAP navigate to the USA Performance site
- Click on the “Log in with your Smart Card (Insert Card First)” icon
- Select the authentication certificate
- Enter your PIN
The welcome page will display